

Executive Director, Michigan Housing Resources, Inc. Kalamazoo, Michigan

GENERAL STATEMENT ABOUT THE ORGANIZATION: Housing Resources, Inc., (HRI), one of Kalamazoo County's leading nonprofit organizations, was established in 1982 and has dedicated its efforts to finding housing solutions for individuals in the midst of a housing crisis, as well as on behalf of the community at large. Our services are designed to stabilize homeless households and help those in jeopardy of losing their housing, so they are more likely to avoid a repeat situation. With a mission to assure housing for socially or economically vulnerable residents of Kalamazoo County by meeting their increasing housing needs with leadership and innovation, HRI provides five premier services. These services include:

- Crisis Intervention
- Rapid Re-housing (Eleanor House)
- Homeless Prevention (Eviction Diversion)
- Housing Stabilization
- Permanent Supportive Housing
- Affordable Housing Options

On any given day, the HRI staff solves housing crisis. Examples may include:

- Respond to a frantic housing emergency call, and arrange for accommodations at the Eleanor House.
- Provide back rent to a landlord so a family can keep their housing.
- Offer transitional housing to an unemployed middle-aged woman with three children, thereby enabling her to find employment, and eventually move to permanent housing.

As a recipient of local, state and federal funds, HRI participates in the Homeless Management Information System (HMIS). As a community system, HMIS is managed by the Michigan Coalition Against Homelessness and allows HRI to work with other homeless providers to provide community solutions for those facing housing crisis.

POSITION SUMMARY: The Executive Director will be a results-oriented, experienced, and entrepreneurial professional who provides overall leadership to HRI. The Executive Director is chiefly responsible for ensuring that strategic, operational and organizational objectives of HRI are met. Reporting to the Board of Directors, the Executive Director is accountable for the following areas:

- Creating purpose and direction for the organization.
- Providing stewardship of organizational assets.
- Establishing and maintaining the necessary human capability through development of an effective human resources management system.
- Developing and participating in a comprehensive community relations process which effectively and positively presents HRI to its various constituencies.
- Identifying and developing those business opportunities and joint ventures that further the vision, mission and strategy of HRI.
- Ensuring compliance with ethical and regulatory standards, and expectations.
- Serving as an ex-officio member of the Board of Directors and all Board committees.
- Leading a staff of highly motivated and competent people in a way that aligns each person to the vision and mission of HRI by ensuring effective people processes (e.g., talent management, performance management, training, organizational effectiveness) are in place.
- Ensuring that resources are optimized in the event of staff leave of absences by having in place cross training and back up processes.

QUALIFICATIONS:

MINIMUM REQUIREMENTS: Undergraduate degree. At least 5 years of management experience within the health/human services and/or business related arenas.

Comprehensive knowledge of business principles and practices including all facets of leading a full service non-profit agency. Comprehensive knowledge and experience in service/product development and delivery; fund development, budgeting, and financial administration. Human resource management, community and public relations; excellent oral and written communications.

PREFERENCES: A Master's Degree in a related field or comparable relevant professional experience. Housing development and property management.

APPLICATION INSTRUCTIONS: Send cover letter and resume, outlining how your skills and experience meet the qualifications of Executive Director for HRI to jvision2012@hotmail.com. Please, include salary requirements with email and let us know where you heard about the job. Please, include the job title in the header line of your email. The resume and cover letter should be submitted via Word format or PDF.